



**Philip Murphy**  
Governor

**Sheila Y. Oliver**  
Lt. Governor

**Christine Norbut Beyer, MSW**  
Commissioner

**JOB VACANCY POSTING**

<b>POSTING #:</b>	270-21	<b>ISSUE DATE:</b>	November 10, 2021
<b>TITLE:</b>	<b>PROGRAM SUPPORT SPECIALIST 2 ASSISTANCE PROGRAMS</b>	<b>CLOSING DATE:</b>	November 24, 2021
<b>LOCATION:</b>	Department of Children and Families Division on Women 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	P 24
<b>DISTRIBUTION:</b>	STATE WIDE	<b>SALARY:</b>	\$63,897.91 - \$90,711.70
<b>SCOPE OF ELIGIBILITY:</b> Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.			

**DEFINITION:** Under the direction of a Supervising Program Support Specialist or other supervisory official in a state department or agency, or in a community or institutional setting, is responsible for performing activities to maintain, monitor and/or implement client services/assistance programs; May take the lead over entry level Program Support Specialist staff; conducts program related site visits, studies, and investigations as needed; does other related work as required.

**The Division on Women (DOW) was established in 1974 as a pioneering state agency to create, promote and expand the rights and opportunities for all women throughout New Jersey. DOW coordinates and supports programs in the areas of domestic and sexual violence; cultural accessibility and inclusion; prevention; economic self-sufficiency and gender parity; and policy and assessment.**

**This position is within the Gender-Based Violence Unit of the Division on Women (DOW). In-depth understanding of domestic and sexual violence is required. Graduates of the DCF Violence Against Women Certificate (VAWC) program are encouraged to apply. The ideal candidate will have the following attributes:**

- **Self-starter with strong critical thinking and problem-solving abilities**
- **Positive strong customer service approach to work**
- **Team player who is willing to be flexible with team assignments**

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree.

**EXPERIENCE:** Two (2) years of experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

**NOTE:** A Master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field may be substituted for one (1) year of the required experience.

**RESUME NOTE:** Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

**IMPORTANT NOTICE**

**RESIDENCY** - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**Electronic Filing:**

Forward a cover letter and resume in **PDF format**, saving all PDFs by your **Last Name, First Name** to:  
[Job.Posting@dcf.nj.gov](mailto:Job.Posting@dcf.nj.gov)

Include the Job Posting # in the subject line of your email.

The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.